

## REQUESTING PROCLAMATIONS

### I. GENERAL INFORMATION:

1. Proclamations are ceremonial in nature and do not require official Board action.
2. Proclamations are authorized by the Chairman of the Board of Supervisors; although official Board action is not required, proclamations may be presented during a Board meeting at the requester's option. *(An Agenda Item Review Form [AIR-F] is not required.)*
3. At the requester's option, proclamations may be presented:
  - a. During a Board\* meeting as a no-action item under "Presentations".  
*(An AIR-Form is not required. However, requests for proclamations must be received by "Agenda Central" in compliance with the normal deadline schedule for submitting agenda items.)*  
  
\*Please submit request 3 weeks in advance of the date(s) of event being proclaimed when requesting proclamation is to be presented during a Board of Supervisors meeting.
  - b. At a local function\* related to the proclamation. *May be presented by a Board member upon request by agency, or by designee of agency.*  
  
\*Submit at least 10 business days before the date of event.
4. The BOS-Office staff converts the proposed proclamation wording into the proper form. *(Proposed wording provided by requester.)*
5. The *Request for Proclamations Form* is available from the Clerk of Board, or customers may be directed to the Yuma County website at:  
<http://www.yumacountyaz.gov/departments-and-services/county-administrator/reports-permits-and-forms>

## **II. INSTRUCTIONS --** **REQUESTING a PROCLAMATION:**

1. To allow sufficient time to process proclamation requests, please submit requests 3 weeks prior to the date(s) of the event being proclaimed.
2. Fill out a “*Request for Proclamation Form*” (RFPF) and submit it to Clerk of Board by attaching the completed RFPF to an email message addressed to [Agenda.Central@yumacountyaz.gov](mailto:Agenda.Central@yumacountyaz.gov) (The form is attached herein as Page 2.)

The RFPF may also be:

- Mailed to: Clerk of the Board; 198 S. Main Street; Yuma AZ 85364;
  - FAXed to: The Clerk at 928-373-1120.
3. Clerk of Board Division submits RFPF to the Chairman of Yuma County Board of Supervisors and County Administrator/Clerk of the Board for authorization, and will arrange for presentation per the requests noted on the RFPF.
  4. Electronic forms: To put an “X” in the check-boxes: **Tab** to the check-box **hit space bar**. (“X” is automatically inserted into check-box.)
  5. The RFPF is attached herewith as Page 3. Please fill it out and return it as noted in #1 above.

**Yuma County  
Board of Supervisors  
REQUEST FOR PROCLAMATION FORM (RFPF):**

**THIS REQUEST FOR PROCLAMATION MAY BE:**

- Emailed to Clerk of Board. Address email to: [Agenda.Central@yumacountyaz.gov](mailto:Agenda.Central@yumacountyaz.gov),
- Mailed to Clerk of Board at: Clerk of the Board; 198 S. Main Street; Yuma AZ 85364.
- FAXED to Clerk of Board at: 928-373-1120.

*\*When requesting that proclamation is to be presented during a Board of Supervisors meeting, please submit requests 3 weeks in advance of the date(s) of the event being proclaimed. A schedule of Board meetings is available upon request by email sent to Agenda Central or by calling 928-373-1010.*

*\*\*If proclamation will be presented at a local event, please submit at least 10 days prior to the event.*

1. Department or Organization Name: \_\_\_\_\_

2. **Name of Contact:** \_\_\_\_\_ Phone Number: \_\_\_\_\_  
Mailing address: \_\_\_\_\_  
Email address: \_\_\_\_\_

3. Is Proclamation to be presented during a Board\* meeting? ☐ Yes\* ☐ No.

*\*Unless otherwise requested, Chairman presents proclamations. An AIR-Form is not required.*

*\*If "yes", requested date for Board presentation: \_\_\_\_\_*

*\* If "yes", list name(s) of persons who will be present to receive the proclamation:*

\_\_\_\_\_  
\_\_\_\_\_

*\*Proclamation's preparer (Clerk of Board staff) contacts requested presenter to confirm availability, & sends confirmation to requesting agency.*

4. Is Proclamation to be presented at a local function\*\*? ☐ Yes ☐ No If yes:

\_\_\_\_\_ ☐ a.m. ☐ p.m.  
*Date of function Time of function*

\_\_\_\_\_  
*Location of function*

6. ☐ Attach the proposed wording for proclamation to this form and send both via email addressed to "Agenda Central". (Check box if attached.)

Email address: [Agenda.Central@yumacountyaz.gov](mailto:Agenda.Central@yumacountyaz.gov)

7. Is a Board member being requested to present the proclamation? ☐ Yes ☐ No If yes:

Requested Board member's name: \_\_\_\_\_